

Albuquerque Operations Office

memorandum

DATE: September 28, 2001

REPLY TO

ATTN OF: OFCFO

SUBJECT: Class Offering of DOE *Overview of Financial Management*

TO: Those on Attached List

This memorandum announces an offering of the DOE *Overview of Financial Management* class to be hosted by Oak Ridge Operations Office from November 27 to December 6, 2001. The course provides participants with an overview of Federal financial management functions in DOE. The topics covered include the Federal organization and mission, the DOE organization and mission, basic DOE budgeting, basic DOE accounting, financial reporting and financial management information systems. While primarily oriented to CFO employees, program management staff are welcome to participate as the course does provide information useful for project planning and execution. We are requesting nominations for this session (Attachment).

This course will be offered at a training facility at the Oak Ridge Operations Office located in Oak Ridge, TN. Please note that the course length will be eight full days of class time. Out-of-town participants will be able to travel on Monday of the first week and return home on Friday of the second week. Students may be asked to work some late evenings during the week.

If members of your staff or related program personnel are interested in attending the November/December class, please complete the attachment and return it to Luis C. Martinez by facsimile at (505) 284-7310 or through Internet at lmartinez@doeal.gov by **October 18, 2001**. Please note that class size is limited to 25 students. If you have any questions, please contact Jon Mathis at (202) 586-4909, or myself at (505) 845-4119.

Original signed by

Luis C. Martinez
Assistant Program Director
Financial Management Development Program

Addressees
2001

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September 28,

B. M. Carnes, OMBE/CFO, HQ, FORS
Director, Office of Budget, HQ, FORS
Director, Office of Finance and Accounting Policy, HQ, FORS
Director, Office of Program Analysis and Evaluation, HQ, GTN
Acting Associate Administrator for Management and Administration, NA-60, HQ, GTN
Director, Office of Financial Management Division, SC-63, HQ, GTN
Director, Office of Budget and Financial Management Division, FE-12, HQ, FORS
Director, Office of Budget and Financial Management Division, EE-60, HQ, FORS
Director, Office of Budget, EM-23, HQ, FORS
CFO, CH
CFO, ID
CFO, NV
CFO, OAK
CFO, OR
CFO, RL
CFO, SR
CFO, GFO
CFO, OH
CFO, RFFO
Office of Financial Management, Bonneville Power Administration
Assistant Administrator Finance and Marketing, Southeastern Power Administration
Division of Financial Management, Southwestern Power Administration
CFO, Western Area Power Administration
Office of Program Support and Site Operations, NETL
Office of Assistant Manager for Resource Management, OSTI
CFO, Pittsburgh Naval Reactors Office
CFO, Schenectady Naval Reactors Office
Office of the Assistant Project Manager, Management and Administration, Strategic Petroleum
Reserve Project Office
Director, Atlanta Support Office
Director, Boston Support Office
Director, Chicago Support Office
Director, Denver Support Office
Director, Philadelphia Support Office
Director, Seattle Support Office

Addressees
2001

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cc w/attachment:

J. Mathis, CR-14, HQ, FORS
W. Miller, CR-40, HQ, GTN
J. Morgan, CR-50, HQ, GTN
D. Van Steinberg, MA-312, HQ, FORS
F. A. Baca, OFCFO, AL
D. Olson, OFCFO, AL
J. Hammond, BRMD, AL
H. Smith, AFSC, AL
P. Anderson, OFCFO, SR
D. Germany, OFCFO, SR
T. Foley, CH
K. Massey, RL
J. Reed, ID
E. J. Knuckles, OAK
J. Hogler, MS 921-229A, NETL
J. Y. Hackett, OR

Attachment

**DOE OVERVIEW OF FINANCIAL MANAGEMENT
OAK RIDGE OPERATIONS OFFICE
NOMINATION FORM
November 27 – December 6, 2001**

OFFICE NAME: _____ POINT OF CONTACT: _____
PHONE NUMBER: _____ FAX NUMBER: _____
INTERNET ADDRESS: _____
OFFICE ADDRESS: _____

PLEASE LIST NOMINEES IN PRIORITY ORDER:

	<u>NAME</u>	<u>SERIES</u> / <u>GRADE</u>	<u>PHONE</u> <u>& FAX</u>	<u>INTERNET</u> <u>ADDRESS</u>	<u>HOW</u> <u>LONG</u> <u>WORKING</u> <u>FOR DOE</u>
1.	_____	_____	_____ —	_____	_____
2.	_____	_____	_____ —	_____	_____
3.	_____	_____	_____ —	_____	_____

